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FROM: (Name, org. symbol, Agency/Post)

EXA/DDA

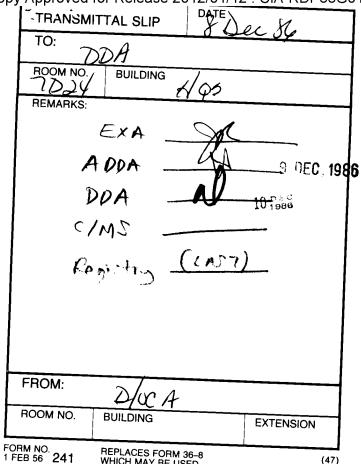
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OPTIONAL FORM 41 (Rev. 7-76)

Precrited by GSA
FPMR (41 CFR) 101-11.206

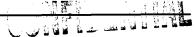
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FORM NO. 1 FEB 56 241 REPLACES FORM 36-8 WHICH MAY BE USED (47)

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8 December 1986 OCA: 86-3988

MEMORANDUM FOR: All OCA Employees

FROM:

Dave Gries

SUBJECT:

Document Unit

Currently the House and Senate Intelligence Committees, the House Appropriations Committee and the House Foreign Affairs Committee are investigating the Iranian arms sales and the contra funding issue. In the 100th Congress, newly-constituted House and Senate select committees will continue these investigations, subsuming or supplementing activities already under way. Concurrently, the Justice Department, supported by the FBI, is conducting its own investigation; and an independent counsel is expected to be announced for the same purpose.

The Agency is receiving and will undoubtedly continue to receive requests for documents. In this situation, complete and accurate records must be maintained and systems must be developed to assure timely response to legitimate requests. All material must be carefully sanitized.

The Office of Congressional Affairs has been selected as the focal point for these activities. The Document Unit is established within OCA in Room 7B24 Headquarters. The staff of the Unit consists of The entire staff of OCA is expected to provide support as

is responsible for supervision of the Unit. required.

The four Directorates and the DCI Area have designated officers responsible for coordinating document searches and sanitization procedures within their respective areas. These officers are:

			Exte	nsions
Directorate	Name	Address	Secure	Nonsecure
DS&T		6E45 HQS		
DI		2F42 HQS		
DA		7D18 HQS		
DO		1D4109 HQS		
DCI Area		7El2 HQS		

Generally, the Document Unit should work directly with these designated officers in obtaining documents.

C/NIC cc: EXDIR IG D/PAO DDS&T D/DCI/DDCI/ES DDI DDAV D/ICS Comptroller DDO General Counsel DCI Admin

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